

## Pickens Senior Center

### AUDITORIUM RENTAL APPLICATION/AGREEMENT-12/25

Name of Organization or Group:

\_\_\_\_\_

Address:

\_\_\_\_\_

Phone Numbers: \_\_\_\_\_ Mobile:

\_\_\_\_\_

Program Date & Begin/End Time:

\_\_\_\_\_

Program Description:

\_\_\_\_\_

Name of Person Responsible:

\_\_\_\_\_

Agreement: (Use of Auditorium, Green Room, Rest Rooms)

I agree, on behalf of the above named organization/person to observe the Code of Conduct for the Hagood Community Center/ Pickens Senior Center and will assume all responsibility for any damage done to the facility while we are in attendance. Code of Conduct is printed on the Reserve Side of this agreement.

Special Allowances:

\_\_\_\_ Initials. We will use only those rooms as indicated above in the rental agreement.

\_\_\_\_ Initials. I understand that an hour before the Program can be used to set up.

\_\_\_\_ Initials. I understand that the building must be cleared and secure one hour after the Program ends.

\_\_\_\_ Initials. I understand that there will be no food or drink allowed in the auditorium.

\_\_\_\_ Initials I understand that these special allowances must be followed as specified in order to  
receive the full deposit refund.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fee Payable to: Senior Citizens of Pickens or SCOP: \_\_\_\_\_ Deposit:  
\_\_\_\_\_

Approved By: \_\_\_\_\_

**Room Rental Rates: Collected with form. Deposit returned upon satisfactory completion of rental.**

Non-Profit: \$150/Day                      Security Deposit: \$150

All Others: \$250/ Day                      Security Deposit: \$200

Sound/Light Person if needed: \$35/hour. Must be qualified and arranged beforehand.

Practices required in auditorium will be charged at \$20/hour. Sound/Light Tech arranged separately.

## **PICKENS SENIOR CENTER**

### **CODE OF CONDUCT**

#### **Purpose**

The Pickens Senior Center (hereafter “the Center”) is committed to providing a safe, welcoming environment for the members, visitors, and staff of the Center. The Board of Directors (hereafter “the Board”) has adopted the following Code of Conduct to ensure a respectful, supportive, relaxed and pleasurable environment for all. The goal of this Code of Conduct is to maintain a warm, friendly, positive atmosphere for everyone.

#### **Violations**

Violations of the Code of Conduct include, but are not limited to the following:

- Loud, disruptive, obscene, hateful or abusive language or behavior which is disturbing to members and/or staff.
- Making threats or demonstrating threatening behavior in words, writing or actions toward members, guests and/or staff.
- Inconsiderate or discourteous language or behavior toward members and/or staff.
- Violation of any federal, state, county or city law or ordinance while on Center property or engaging in Center activities.

- Damaging Center materials, equipment, furniture or grounds.
- Other conduct that is deemed inappropriate by the Board.

**I have read and understand the Pickens Senior Center Code of Conduct Policy.**

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Name printed

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Signature

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Date